

**DAILY TIME RECORD**  
**VILLARUBIA, KRISTEAN KARL O.**  
(NAME)

For the month of  
**October 1 - 31, 2025**  
Official hours for arrival and departure  
**8:00AM - 5:00PM**

Day	AM		PM		T/U	Total
	IN	OUT	IN	OUT		
1-WED	8:00	12:08	12:49	5:36		8hrs
2-THU	8:10	12:02	12:05	7:07	10mins	7hrs 50mins
3-FRI	7:58	12:18	12:23	6:39		8hrs
4-SAT						Off
5-SUN						Off
6-MON	7:24	12:06	12:27	8:20		8hrs
7-TUE	7:48	12:38	12:39	6:17		8hrs
8-WED	7:50	12:03	12:05	6:08		8hrs
9-THU	7:48	12:32	12:33	7:13		8hrs
10-FRI	7:46	12:06	12:08	5:00		8hrs SUSPENDED 12:00 pm 11:59 pm
11-SAT						Off
12-SUN						Off
13-MON	7:54	12:17	12:19	5:37		9hrs 41mins
14-TUE	7:47	12:16	12:17	5:28		9hrs 40mins
15-WED	7:55	12:20	12:21	5:03		9hrs 7mins
16-THU						FL
17-FRI						FL
18-SAT						Off
19-SUN						Off
20-MON						Holiday
21-TUE	7:33	12:03	12:16	5:45		8hrs
22-WED	7:26	12:26	12:27	6:23		8hrs
23-THU	7:38	12:04	12:23	6:06		8hrs
24-FRI	7:26	12:47	12:50	7:40		8hrs
25-SAT						Off
26-SUN						Off
27-MON	6:50	12:20	12:23	5:22		8hrs
28-TUE	7:45	12:10	12:12	5:41		8hrs
29-WED	7:44	12:07	12:36	5:58		8hrs
30-THU	7:56	12:31	12:55	5:36		8hrs
31-FRI						Holiday

I CERTIFY on my honor that the above is true and correct report of the hours of work performed record of which was made daily at the time of arrival at and departure from office.

**KRISTEAN KARL O. VILLARUBIA**

VERIFIED as to prescribed office hours

**SYRENE P. NAYRE**

Department Head  
Department of Hospitality Management

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